



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 78-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date December 13, 1977	1. Agency Address Georgia Department of Human Resources Division of Youth Services 618 Ponce de Leon Atlanta, Georgia 30306	Application Number 78-61-78-70	
Application Number DHR-167		Date Received DEC 22 1977	Date Completed MAR 23 1978
2. Person to Contact Larry Webb		Working Title Research Unit Director	Telephone Number 894-5153
3. Action Requested <input checked="" type="checkbox"/> Rescind - 8 schedules a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. 8 schedules SEE ATTACHED LISTING b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 2 schedules Check One: <input type="checkbox"/> Change; <input checked="" type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest _____ Latest _____		5. Records Series Title (followed by title used in office, if different) SEE ATTACHED LISTING	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? SEE ATTACHED FUNCTIONAL STATEMENTS			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Included are: File is arranged: SEE ATTACHED LISTING			
8. Monthly Reference Rate How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. Georgia Juvenile Court Code Section 24-3502
		c. Is this a vital record?
		d. Does this series have historical or long term research value?
		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
		f. Is the information contained in this series ever published? If yes, attach copy.
		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
		i. Is this series (or a major portion of it) regularly microfilmed?
		j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|--------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

CFR Section 220.75 (extends the holding period by 3 years for client records)

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
Larry Webb	11/3/77	Elizabeth H. Crane	CRM 12/13/77
		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee	3-22-78
		Secretary of State/Designee	3-16-78
		Attorney General/Designee	3-22-78

RECORDS RETENTION SCHEDULE NOTIFICATION

(MINOR CHANGE OR DELETION)

891031-04

sch. # 78-67

TO: DEPARTMENT OF ARCHIVES AND HISTORY - SCHEDULING
AND
FOLLOWING DHR RECORDS COORDINATORS AND ALTERNATES

RECORDS COORDINATOR	RECORDS ALTERNATE	DIVISION OR OFFICE
Millie Bailey	Cheryl Dresser	Youth Services
c: Vivian Smith		

☐ ALL DHR DIVISION / OFFICE RECORDS COORDINATORS AND ALTERNATES

FROM: DHR RECORDS MANAGEMENT SERVICES UNIT

SCHEDULE NO.	NOTIFICATION DATE
78-67	12-14-89
SERIES TITLE	
Program Population Report Files	
APPROVED DATE	MINOR CHANGE DATE (IF APPLICABLE)
3-23-78	12-14-89

☐ MINOR CHANGE - SEE ATTACHED COPIES OF PRESENT AND CHANGED SCHEDULES. AREAS OF CHANGE ARE HIGHLIGHTED ON BOTH ATTACHMENTS.

☐ IGNORE ANY OTHER SCHEDULES THAT MAY BE SHOWN ON THE ABOVE ATTACHMENTS.

☐ SCHEDULE DELETION

☐ SEE ATTACHED COPY OF "RECORDS MANAGEMENT SERVICES REQUEST"

OR

☐ SEE DELETION EXPLANATION BELOW:

See attached; see annotations

DHR RECORDS MANAGEMENT OFFICER APPROVAL

Gerald Poon

*Change accepted and filed.
Peter S. Schindler 01/03/90*



Secretary of State
Department of Archives and History
330 Capitol Avenue S.E.
Atlanta, Georgia 30334

Max Cleland
SECRETARY OF STATE
(404) 656-2881

Edward Meldon
DIRECTOR
(404) 656-2358
INFORMATION (404) 656-2383

M E M O R A N D U M

TO: Gerald Poe, RMO, Dept. of Human Resources

FROM: Peter E. Schinkel, Schedule Section *PEP*

DATE: January 3, 1989

SUBJECT: Schedule minor change report, accepted,
dated 12/14/89 and filed in case file for
schedule #78-067, approved 03/23/78.

SERIES: "Program Population Report Files"

Changes reported: Add name of section and unit to creating agency and division and add access classification and legal citation for classification.

As discussed on the phone today, we replaced the word "Proponent:" with "Division/Office:" and added "Section/Unit:" on the next line. This parallels the word usage in the data fields of our schedule database, and in our published schedules.

The listing of a single creating office in a schedule with disposition instructions that are applicable division-wide is an apparent contradiction; until we can find a better resolution to the issues you presented, we will accept this contradiction.

The reported changes fall within the stated criteria for minor change to schedule information. The changes have been accepted and filed in the case file for schedule #78-66.

cc: schedule case file #78-067
Minor Change File
Robert E. White, Asst. Dir.

Records Retention Schedule

GEORGIA DEPARTMENT OF HUMAN RESOURCES

Division/Office: Division of Youth Services

Section/Unit: Program Development and Evaluation
Management Information Unit

Schedule Use: Division Wide

Schedule No.: 78-67

Date: Approved 3-23-78

Record Series Title: Program Population Report Files

Description: Documents indicating admissions and releases to all Youth Services Programs. Included is basic data for each youth, such as race, sex, offense, date of birth, and other appropriate information.

File Arrangement: Alphabetically by center; thereunder, by date.

Retention/Disposition Instructions:

Cut off files as follows:

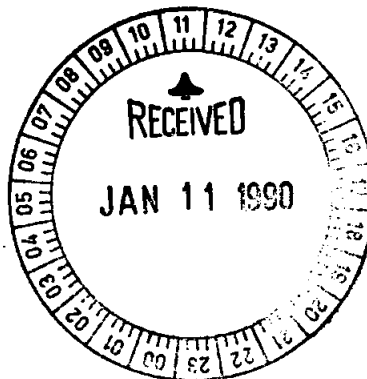
- 1) YDC/RYDC/Attention Homes/Community Treatment Centers/Day Centers/Group Homes

Hold 3 years; then destroy

- 2) Management Information Unit

Hold 5 years; then destroy.

Confidential: Yes - O.C.G.A. Section 49-5-10.



Records Retention Schedule

GEORGIA DEPARTMENT OF HUMAN RESOURCES

1/3/78
pdk
Division/Office:

Proponent: Division of Youth Services
Section/Unit: Program Development and Evaluation
Management Information Unit

Schedule Use: Division Wide

Schedule No.: 78-67

Date: Approved 3-23-78

Record Series Title: Program Population Report Files

Description: Documents indicating admissions and releases to all Youth Services Programs. Included is basic data for each youth, such as race, sex, offense, date of birth, and other appropriate information.

File Arrangement: Alphabetically by center; thereunder, by date.

Retention/Disposition Instructions:

Cut off files as follows:

- 1) YDC/RYDC/Attention Homes/Community Treatment Centers/Day Centers/Group Homes

Hold 3 years; then destroy

- 2) Management Information Unit

Hold 5 years; then destroy.

Confidential: Yes - O.C.G.A. Section 49-5-10.

RECORDS RETENTION SCHEDULE NOTIFICATION
(MINOR CHANGE OR DELETION)

09/222-0

**TO: DEPARTMENT OF ARCHIVES AND HISTORY – SCHEDULING
AND
FOLLOWING DHR RECORDS COORDINATORS AND ALTERNATES**

RECORDS COORDINATOR	RECORDS ALTERNATE	DIVISION OR OFFICE
Millie Bailey	Cheryl Dresser	Youth Services
c: Vivian Smith		

☐ ALL DHR DIVISION / OFFICE RECORDS COORDINATORS AND ALTERNATES

FROM: DHR RECORDS MANAGEMENT SERVICES UNIT

SCHEDULE NO. 78-66	NOTIFICATION DATE 12-14-89
SERIES TITLE Central Commitment Case Files	
APPROVED DATE 3-23-78	MINOR CHANGE DATE (IF APPLICABLE)

☐ MINOR CHANGE - SEE ATTACHED COPIES OF PRESENT AND CHANGED SCHEDULES. AREAS OF CHANGE ARE HIGHLIGHTED ON BOTH ATTACHMENTS.

☐ IGNORE ANY OTHER SCHEDULES THAT MAY BE SHOWN ON THE ABOVE ATTACHMENTS.

☐ SCHEDULE DELETION

☐ SEE ATTACHED COPY OF "RECORDS MANAGEMENT SERVICES REQUEST"

OR

☐ SEE DELETION EXPLANATION BELOW:

See Attached

DHR RECORDS MANAGEMENT OFFICER APPROVAL

Gerald Poe

*change accepted on f.led.
Peter G. Schimbel 01/03/90*



Secretary of State

Department of Archives and History

330 Capitol Avenue S.E.

Atlanta, Georgia 30334

Max Cleland

SECRETARY OF STATE
(404) 656-2881

Edward Meldon

DIRECTOR
(404) 656-2358
INFORMATION (404) 656-2393

M E M O R A N D U M

TO: Gerald Poe, RMO, Dept. of
Human Resources

FROM: Peter E. Schinkel, *PES* Schedule Section

DATE: November 6, 1989

SUBJECT: Return of Minor Change Report,
RGS Control #891031-03

SERIES: Magnetic Tape - Central Commitment
Case Files, Schedule #78-66,
approved 9/16/76

As discussed in our phone conversation on Friday last, we are returning this minor change report for reconsideration for the following reasons:

The minor change report is acceptable as is, but we recommend that the access classification, and the legal citation if appropriate, be added to the typed schedule form. Although there is no published requirement for this, the creators and users of the records need to know the classification of their records.

Also, a series name change to remove the words "Magnetic Tape" from the title would help the Archives/State Records Committee future database research efforts. If "Magnetic Tape" needs to be in the title, put it in parentheses after the words Central Commitment Case Files.

cc: 891031-03
Minor Change File

**RECORDS RETENTION SCHEDULE NOTIFICATION
(MINOR CHANGE OR DELETION)**

**TO: DEPARTMENT OF ARCHIVES AND HISTORY – SCHEDULING
AND
FOLLOWING DHR RECORDS COORDINATORS AND ALTERNATES**

RECORDS COORDINATOR	RECORDS ALTERNATE	DIVISION OR OFFICE
Millie Bailey	Cheryl Dresser	Youth Services
c: Vivian Smith		

☐ ALL DHR DIVISION/OFFICE RECORDS COORDINATORS AND ALTERNATES

FROM: DHR RECORDS MANAGEMENT SERVICES UNIT

SCHEDULE NO. 78-66	NOTIFICATION DATE 10-30-89
SERIES TITLE Magnetic Tape – Central Commitment Case Files	
APPROVED DATE 3-23-78	MINOR CHANGE DATE (IF APPLICABLE)

- ☐ MINOR CHANGE - SEE ATTACHED COPIES OF PRESENT AND CHANGED SCHEDULES. AREAS OF CHANGE ARE HIGHLIGHTED ON BOTH ATTACHMENTS.
- ☐ IGNORE ANY OTHER SCHEDULES THAT MAY BE SHOWN ON THE ABOVE ATTACHMENTS.
- ☐ SCHEDULE DELETION
- ☐ SEE ATTACHED COPY OF "RECORDS MANAGEMENT SERVICES REQUEST"
- OR
- ☐ SEE DELETION EXPLANATION BELOW:

NOTE: Unit Name Change

DHR RECORDS MANAGEMENT OFFICER APPROVAL

Gerald Lee

COPY



Secretary of State
Department of Archives and History
330 Capitol Avenue S.E.
Atlanta, Georgia 30334

Max Cleland
SECRETARY OF STATE
(404) 656-2881

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DIRECTOR
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M E M O R A N D U M

TO: Gerald Poe, RMO, Dept. of Human Resources

FROM: Peter E. Schinkel, Schedule Section ⁰⁶⁶⁻

DATE: January 3, 1989

SUBJECT: Schedule minor change report, accepted,
dated 12/14/89 and filed in case file for
schedule #78-066, approved 03/23/78.

SERIES: "Central Commitment Case Files"

Changes reported: change series title and add access
classification and legal citation for classification.

These changes fall within the stated criteria for
minor change to schedule information. The changes
have been accepted and filed in the case file for
schedule #78-66.

cc: schedule case file #78-066
Minor Change File
Robert E. White, Asst. Dir.

Records Retention Schedule

GEORGIA DEPARTMENT OF HUMAN RESOURCES

Division/Office: Division of Youth Services

Section/Unit: Program Development and Evaluation
Management Information Unit

Schedule No: 78-66

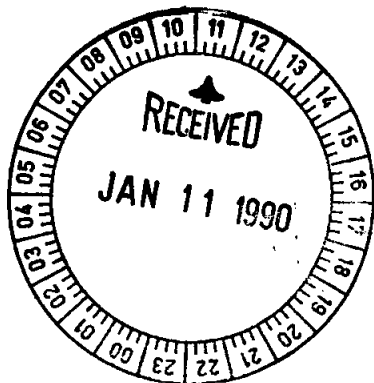
Date: Approved 3-23-78

Record Series Title: Central Commitment Case Files

Description: Tape updated by information from form 4082 (Permit for Plan of Care)

Retention/Disposition Instructions: Update tape as necessary, erase and reuse.

Confidential: Yes - O.C.G.A. Section 49-5-10.



(78-66)

APPLICATION FOR RECORDS RETENTION SCHEDULE

New Schedule

78-66

MAGNETIC TAPE - CENTRAL COMMITMENT CASE FILES - updated by information from form DCS/SSS-82 (Permit for Plan of Care).

Update tape as necessary; erase and reuse.

New Schedule

78-67

PROGRAM POPULATION REPORT FILES - Documents indicating admissions and releases to all Youth Services Programs. Included is basic data for each youth, such as: race, sex; offense; date of birth; and other appropriate information. The file is arranged alphabetically by center; thereunder, by date.

Cut off file as follows:

YDC - RYDC - Attention
Homes - Community Treatment
Centers - Day Centers -
Group Homes

Hold 3 years; then destroy.

Research Unit

Hold 5 years; then destroy.

Earliest Date of Series 1974

Volume on Hand 5 drawers

Anticipated Annual
Accumulation 2 drawers

DHR - APPLICATION FOR RECORDS RETENTION SCHEDULE

To Amend

73-357

78-70

COURT SERVICE WORKER AND COMMUNITY-BASED PROGRAM CASE FILES - Documents relating to care and supervision of juveniles by court service workers in community-based programs (Day Center / Group Home / Community Treatment Center) in lieu of institutionalization. Included may be: forms DCS/SSS-2 (Health Record); DCS/SSS-56 (Request for Apprehension and Detention of Juvenile); DCS/SSS-57 (Order to Modify Previous Order); DCS/SSS-62 (Juvenile Court Witness Subpoena); DCS/SSS-63 (Juvenile Court Order to Apprehend and Detain); DCS/SSS-64 (Conditions of Aftercare); DCS/SSS-65 (Conditions of Probation); DCS/SSS-80 (Social History Outline); DCS/SSS-81 (Order of Commitment); DCS/SSS-82 (Permit for Plan of Care); DCS/SSS-84 (Evaluation Form); DCS/SSS-90 (Juvenile Complaint Report); DCS/SSS-91 (Report on Children Served by Court Service Staff); DCS/SSS-92 (Daily Record of Activities); DCS/SSS(7)-4 (Certificate of Discharge from Detention); DCS/SSS(8)-702 (Order Termination of Probation); DCS/SSS(8)-703 (Order of Probation); DCS/SSS(8)-704 (Order for Detention); DCS/SSS(8)-705 (Juvenile Court Petition); DCS/SSS-502 (Notice of Revocation Hearing); DCS/SSS-503 (Notice of Preliminary Hearing); DCS/SSS-504 (Findings of Preliminary Hearing); DCS/SSS-505 (Affidavit); DCS/SSS-506 (Admission of Violation/Waiver);

Cut off file as follows:

Court Service Worker File

Upon termination of care, place all papers in inactive file arranged by year youth will reach age 21

(exception - if youth is terminated in his/her 18th year, place those papers in the inactive file arranged by year youth will reach age 22)

hold to end of calendar year youth will reach age 18; transfer all papers to State Records Center; hold 3 years; then destroy

or

continue to hold in local holding area 3 more years; then destroy

(EXCEPTION: Northeastern Judicial Circuit; Kennedy Center, Atlanta; Macon Judicial Circuit; Dougherty Judicial Circuit; and Eastern Judicial Circuit:

for years ending in 0 and 5, transfer one cubic foot of records to State Archives; destroy remainder of records for those years).

Day Center/Group Home/Community Treatment Center Files

Same retention as Court Service Worker Files

DHR - APPLICATION FOR RECORDS RETENTION SCHEDULE

73-50
(cont.)

Agreement) is an agreement between the specific YDC and persons (address shown) for a home visit, which agreement shows specific plans and regulations and dates visit is to begin and end; (Progress Report) shows name of Social Worker, name of Unit to which confined, name and age of child, date of admission to isolation, and comments for every contact made with student in isolation; (3 Month Progress Report) shows child's name, date, name of social worker, unit, summary of program, major development, worker's impression and recommendations, and plan of action; (6-Month Evaluation Form) shows name of child, county of residence, date of admission, observations as to child's adjustment and progress, recommendation as to whether or not child will continue residence or be released from the YDC, and signatures of supervising worker and casework supervisor; (Free and Reduced Meal Application) used for certain students to received meals free or at a reduced prices when eligible for Federal funds; form letters and other correspondence pertaining to the individual and/or related matters. The file is arranged alphabetically by name of youth.

3. To Rescind

- ✓ 73-279 Court Services Case Load Files
- ✓ 73-280 RYDC Daily Population Files
- ✓ 73-281 Thirty-day Population Notification Files
- ✓ 73-359 YDC Monthly Population Files
- ✓ 73-361 RYDC Monthly Population Files
- 73-362 Urban Detention Centers Monthly Files
- 73-385 Special Projects Juvenile Offender Case Files
- 73-401 Special Milk Program Reimbursement Files

To Establish New Schedules for:

- 78-61 Youth Services Central Commitment Case Files
- 78-62 Court Services Worker and Community-Based Program Service Provision Form - Primary Client Files
- 78-63 Court Services Worker and Community-Based Program Information and Referral Tally Sheet Files
- 78-64 Youth Services Serious Offender Recommended for Release Case Files
- 78-65 Community Detention Program Files
- 78-66 Magnetic Tape - Central Commitment Case Files *MINOR CHANGE 10/31/89*
- 78-67 Program Population Report Files
- 78-68 Youth Services RYDC Client Case Record Files

To Amend

- 78-69 73-50 Youth Services YDC Client Case Records Files
- 78-70 73-357 Court Service Worker and Community-Based Program Files

APPLICATION FOR RECORDS RETENTION SCHEDULE

New Schedule

78-68

YOUTH SERVICES RYDC CLIENT CASE RECORD FILES - Documents relating to maintaining records at appropriate RYDC for individual youths committed to the custody of DHR. Included are: forms DCS/SSS-90 (Juvenile Complaint Report) which shows information about youth (name, address, sex, race, birthdate, name of parents) and description of offense or complaint with related information; DCS/SSS (7)-4 (Rev. 7-67) (Certificate of Discharge from Detention) shows reason for discharge, date, and supervisor; (Juvenile Court Petition) gives personal information about youth and particular allegations, and notarized signature of person making charges; (Order for Detention) shows place of detention, date and signature of Judge of the Juvenile Court; form 81 (Rev. 6-72) (Juvenile Court Order of Commitment) shows date, where committed, and signature of appropriate judges; DCS/SSS-82 (Rev. 5-74) (Permit for Plan of Care) gives name of youth, present status as to placement, address, supervisor, and effective dates; form showing general appearance of youth at time admitted to RYDC (including clothing, hair, teeth and mouth, body, attitude, and whether on drugs, etc., and health); written accounts of youth's offenses; listing accounting for personal items upon entrance at RYDC and signature on return of these items upon release; health record of youth;

When youth leaves Center, place all papers in inactive file, arranged as follows:

<u>Age when released</u>	<u>Year youth reaches age:</u>
prior to 14	17
15	18
16	19

(papers must be held 3 years following release, or until youth reaches age 17, whichever is longer);

hold to end of calendar year youth reaches required age; then destroy.

Earliest Date of Series 1975

Volume on Hand 25 drawers

Anticipated Annual Accumulation 13 drawers

clothing list, showing personal belongings and clothes issued by the State, date loaned clothes returned and condition and signatures of youth and staff; social history; contract between RYDC and youth, with specific terms as to what will be permitted; and reports outlining problems of youth; evaluations as to youths progress in program, and other related correspondence. The file may be arranged: alphabetically by last name of youth; or, by case number.

DHR - APPLICATION FOR RECORDS RETENTION SCHEDULE

New Schedule

78-65

COMMUNITY DETENTION PROGRAM
CASE FILES - Documents relating to care and supervision of juveniles by court service workers in community detention programs (Attention Home and In-Home Supervision) in lieu of institutionalization. Included are: form DCS/SSS-517 (8-76) (Community Detention Intake & Removal) which shows information about youth such as name, birthdate, race, sex, name of parents and home address, signature of person making placement and title. Other information shown on this form includes: child referred by; status of youth; reason for referral; current offense; whether youth has been charged or adjudicated for (alleged) offense; prior record of youth; whether or not youth would have been placed in secure detention or revoked to YDC if this program were not available; date removed, person making removal and title; placement on release. Also included are: unnumbered forms -- (Condition of In-Home Supervision) shows name of youth; with whom residing and address; under the supervision of (name) Community Detention Worker and Judicial Circuit; conditions with which youth must comply; signatures of youth, parent/guardian, Community Detention Worker; and date. (Attention Home Voluntary Consent Form) shows name of legal guardian and name, age, date of birth of child; permission for child to be placed in (name) Attention Home. Also shown: responsibility for medical cost if such should be needed for the child while placed in the Attention Home; signatures of legal guardian, youth, witness to

Cut off file as follows:

Community Detention Worker

Upon release of youth from program, forward all papers regarding the youth to his/her Court Service Worker or Probation Officer.

If no Probation Officer or Court Services Worker is involved, the Community Detention Worker will destroy the records.

Court Services Worker

Upon termination of care, place all papers in inactive file arranged by year youth will reach age 21

(exception- if youth is terminated in his/her 18th year, place those papers in the inactive file arranged by year youth will reach age 22);

hold to end of calendar year youth will reach age 18; transfer all papers to State Records Center; hold 3 years; then destroy

or
continue to hold in local holding area 3 more years; then destroy

(EXCEPTION: Northeastern Judicial Circuit; Kennedy Center, Atlanta; Macon Judicial Circuit; Dougherty Judicial Circuit; and Eastern Judicial Circuit:

for years ending in 0 and 5, transfer one cubic foot of records to State Archives; destroy remainder of records for those years)

SERIOUS OFFENDER (cont.)

Compact Services); DCS/SSS-404 Form I (Requisition for Runaway Juvenile); DCS/SSS-418 Form II (Requisition for Escapee or Absconder); DCS/SSS-427 Form III (Consent for Voluntary Return by Runaway, Escapee, or Absconder); DCS/SSS-428 Form IV (Placement Investigation and Supervision Request); DCS/SSS-429 Form V (Report of Sending State Upon Parolee or Probationer Being Sent to Another Jurisdiction); DCS/SSS-433 Form VI (Memorandum of Understanding and Waiver/Parolee or Probationer/); DCS/SSS-462 (Family Application for Title XX Social Services); DCS/SSS-463 (Title XX Service Card Certification Form); DCS/SSS-454 (Title XX Service Card); OC(5)-431(7-76) (Basic Data Form); OC(5)-432 (3-76) (Basic Data Form Turn-around); and OC(5)-441 (5-76) (Service Delivery Log - Primary Client). Also included are: evaluations of progress and correspondence pertaining to the case. The file is arranged alphabetically by last name of youth.

APPLICATION FOR RECORDS RETENTION SCHEDULE

New Schedule

78-64

YOUTH SERVICES SERIOUS OFFENDER
RECOMMENDED FOR RELEASE CASE
FILES - Documents relating to
recommending release from cus-
tody youths who have committed
serious crimes. Included may
be: forms DCS/SSS-2 (Health
Record); DCS/SSS-56 (Request
for Apprehension and Detention
of Juvenile); DCS/SSS-57
(Order to Modify Previous Order);
DCS/SSS-62 (Juvenile Court Wit-
ness Subpoena); DCS/SSS-63 (Ju-
venile Court Order to Apprehend
and Detain); DCS/SSS-64 (Con-
ditions of Aftercare); DCS/SSS
-65 (Conditions of Probation);
DCS/SSS-80 (Social History Out-
line); DCS/SSS-81 (Order of
Commitment); DCS/SSS-82 (Per-
mit for Plan of Care); DCS/SSS
-84 (Evaluation Form); DCS/SSS
-90 (Juvenile Complaint Report);
CS/SSS-91 (Report on Children
Served by Court Service Staff);
DCS/SSS-92 (Daily Record of
Activities); DCS/SSS(7)-4 (Cer-
tificate of Discharge from De-
tention); DCS/SSS(8)-702 (Order
Termination of Probation); DCS/
SSS(8)-703 (Order of Probation);
DCS/SSS(8)-704 (Order for Deten-
tion); DCS/SSS(8)-705 (Juvenile
Court Petition); DCS/SSS-502
(Notice of Revocation Hearing);
DCS/SSS-503 (Notice of Prelimi-
nary Hearing); DCS/SSS-504
(Findings of Preliminary Hearing);
DCS/SSS-505 (Affidavit); DCS/SSS
-506 (Admission of Violation/Waiv-
er); DCS/SSS-507 (Initial Decision
of Hearing Officer); DCS/SSS-508
(Violation Report); DCS/SSS-509
(Subpoena); DCS/SSS-401 Form A
(Petition for Requisition to Re-
turn a Runaway Juvenile); DCS/
SSS-434 Form 1A (Application for

Cut off file as follows:

Upon termination of care
place all papers in the
inactive file arranged by
year youth will become
age 18; hold in inactive
file to end of calendar
year in which youth will
reach age 18: then
destroy

(exception - if youth is
terminated in his/her
18th year, hold those
papers for six months;
then destroy).

(to be destroyed
at end of 1977)

Earliest Date of Series 1956

Volume on Hand 1 drawer

Anticipated Annual
Accumulation 1/2 drawer

DHR - APPLICATION FOR RECORDS RETENTION SCHEDULE

New Schedule

78-62

COURT SERVICE WORKER and COMMUNITY-BASED PROGRAM SERVICE PROVISION FORM - PRIMARY CLIENT FILES - Documents relating to accounting for clients by services they receive. Included is unnumbered form (Service Provision Form-Primary Client) which shows report number, run date, worker's name, case-load number, serial number, name of clients, Social Security Number and services and units by number. The file is arranged by month; thereunder, alphabetically by name of worker.

Cut off file at end of each calendar year; hold 5 years; then destroy.

Earliest Date of Series 1975

Volume on Hand 1 drawer

Anticipated Annual Accumulation 1/2 drawer

New Schedule

78-63

COURT SERVICE WORKER and COMMUNITY-BASED PROGRAM INFORMATION and REFERRAL TALLY SHEET FILES - Documents relating to referring eligible clients for various services as appropriate. Included is form OC(5)-478 (Rev. 4-76) (Information and Referral Tally Sheet) which shows worker's name, agency code, inclusive dates, day of contact or follow-up, number of contacts, service units, name of individual/applicant/recipient and case ID, notations regarding contact/follow-up, EPSDT contacts, service units, 30-day request for family planning, and sub-totals. The file is arranged by month; thereunder, alphabetically by name of worker.

Cut off file at end of each calendar year; hold 3 years; then destroy.

Earliest Date of Series 1975

Volume on Hand 1 drawer

Anticipated Annual Accumulation 1/2 drawer

DHR - APPLICATION FOR RECORDS RETENTION SCHEDULE

New Schedule

78-61

YOUTH SERVICES CENTRAL COMMITMENT CASE FILES - Documents relating to maintaining a central file of all youth who have been committed to the custody of Georgia Department of Human Resources. Included are: DCS/SSS-81 (Rev. 6-72) (Order of Commitment of the Juvenile); CS-705 (Juvenile Court Petition) which shows name, race, sex, and age of child; name and residence of parents, and crime with which youth is charged; DCS/SSS-504 (9-75) (Findings of Preliminary Hearing) which gives name of child, date, that child has been advised of his rights which are listed, findings of hearing and whether or not findings warrant detention; DCS/SSS-506 (9-75) (Admission of Violation/Waiver) which gives name of child and charge, and that youth understands the conditions and subsequent consequences of the violation; DCS/SSS-82 (Rev. 5-74) (Permit for Plan of Care) which gives name of youth, present status as to placement, address, supervisor and effective dates, change in assignment to show new custodians, address, name of supervising staff, and beginning date, termination of custody and control which provides space for comments concerning release, and signatures of officials; social history of youth, and related correspondence. The file is arranged alphabetically by last name of youth.

Cut off file as follows:

Upon termination of care, place all papers in inactive file arranged by year youth will become age 18; hold in inactive file to end of calendar year in which youth reach age 18; then destroy.

(exception - if youth is terminated in his/her 18th year, hold those papers an additional 6 months following 18th birthday; then destroy)

Printout

Alternate Placement (received quarterly) - statistical comparison report, by county, for youth committed to DHR

Cut off at end of each calendar year, hold 3 years; transfer to State Records Center, hold 5 years; then destroy.

(to be destroyed at end of 1977)

Earliest Date of Series 1956

Volume on Hand 39 drawers

Anticipated Annual Accumulation 13 drawers

DHR - APPLICATION FOR RECORDS RETENTION SCHEDULE

To Amend

73-50

78-69

YOUTH SERVICES YDC CLIENT
CASE RECORD FILES - Documents
relating to maintaining re-
cords at appropriate YDCs for
for youths committed to the
custody of DHR. Included are:
DCS/SSS-82 (Rev. 5-74) (Permit
for Plan of Care) a six-part
form which shows name of
client, name of Judge who com-
mitted youth to DHR, county,
date of commitment, present
assignment, change in assign-
ment, termination of custody
and control, and signatures of
Director of Youth Services,
Initiating Worker, and Author-
ized Approving Agent; unnumbered
forms (Psychological Referral
Form) which shows Date of Request,
Date Scheduled for Evaluation,
name of person making the request
and name of person to whom re-
quest made; Student's Name, Sex,
Race, Birthdate, Age, highest
grade in school, family descrip-
tion, how soon will pshchologi-
cal be needed and why, brief
description of problem, specific
type of information requested
from evaluation; (Psychiatric
Interview and Consultation Re-
ferral Form) shows date of re-
quest, date scheduled for
evaluation, names of person
making request and to whom made,
student's name, sex, race,
birthdate, age, highest grade
completed in school, whether
or not currently on medication
or has been on medication,
important family information
that is not in the record, how
soon will pshchiatric evaluation
be needed and why, brief descrip-
tion of problem, and specific
type of information requested
from evaluation; (Home Visit

Cut off file as follows:

Upon termination of care,
place all papers (includ-
ing index card) in inactive
file, arranged by year youth
will reach age 21; cut off
inactive file at end of each
calendar year; hold in cur-
rent files area 1 year;
transfer to local holding
area, hold to end of calendar
year in which youth attains
age 21; then destroy

(except for years end-
ing in 0 and 5, trans-
fer one cubic foot of
records to State
Archives; destroy re-
mainder of records for
those years).

Earliest date of
Series

1975

Volume on Hand

20 drawers

Anticipated Annual
Accumulation

13 drawers

To Amend

page 2

73-357
(cont.)

DCS/SSS-507 (Initial Decision of Hearing Officer); DCS/SSS-508 (Violation Report); DCS/SSS-509 (Subpoena); DCS/SSS-401 Form A (Petition for Requisition to Return a Runaway Juvenile); DCS/SSS-434 Form 1A (Application for Compact Services); DCS/SSS-404 Form I (Requisition for Runaway Juvenile); DCS/SSS-418 Form II (Requisition for Escapee or Absconder); DCS/SSS-427 Form III (Consent for Voluntary Return by Runaway, Escapee, or Absconder); DCS/SSS-428 Form IV (Placement Investigation and Supervision Request); DCS/SSS-429 Form V (Report of Sending State Upon Parolee or Probationer Being Sent to Another Jurisdiction); DCS/SSS-433 Form VI (Memorandum of Understanding and Waiver /Parolee or Probationer/); DCS/SSS-462 (Family Application for Title XX Social Services); DCS/SSS-463 (Title XX Service Card Certification Form); DCS/SSS-454 (Title XX Service Card); OC(5)-431(7-76) (Basic Data Form); OC(5)-432 (3-76) (Basic Data Form Turn-around); and OC(5)-441 (5-76) (Service Delivery Log - Primary Client). Also included are evaluations of progress and correspondence pertaining to the case. The file may be arranged: alphabetically by last name of youth; or, by case number.

Field Representatives

Destroy file upon termination of case.

(to be destroyed
at end of 1977)

Earliest date of
Series

1956

Volume on Hand

100 drawers

Anticipated Annual
Accumulation

30 drawers